

HERITAGE COMMISSION
Meeting Minutes
January 7, 2021 - DRAFT

The regular monthly meeting of the Heritage Commission was held on January 7, 2021, via Zoom, at 4:32 p.m.

Attendees: Chair Richard Jaques, Vice-Chair Jim Spain, Councilor Jennifer Kretovic, Members Carol Durgy Brooks, Bob Johnson, Dr. Bryant Tolles Jr., and Alternate Mike Dunn.

Absent: Planning Board Chairman Rich Woodfin

Staff: Heather Shank, City Planner
Lisa Fellows-Weaver, Administrative Specialist

Call to Order

The meeting was called to order by Chair Richard Jaques at 4:32 p.m. at which time Mr. Jaques read the following statement:

As Chair of the Concord NH Heritage Commission, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Commission is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, we have provided public notice of the necessary information for accessing the meeting, and instructions are provided on the City of Concord's website at: www.concordnh.gov/planning

With Regard to providing public access to the meeting;

We are utilizing the Zoom platform for this electronic meeting. All members of the Commission have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through visiting the following website address: <https://zoom.us/j/181542776>.

If you do not have website access, you may dial the following phone number 929-205-6099 and enter the webinar id 181 54 2776.

For those calling in who want to provide public testimony, *via* the website, you may click on the chat icon to ask, or click "raise hand" to be recognized as authorized by the Chair. For participants, dialing in on a phone, you may dial *9 to alert the Chair that you want to testify. Please note that testimony only applies to public hearings, and public participation may not be authorized in a public meeting which is not a public hearing.

With Regard to providing the public with a way to alert us about access problems;

If anybody has a problem, please call 603-225-8515 or send an email to: planning@concordnh.gov.

With Regard to adjourning the meeting if the public is unable to access the meeting;

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

With that, let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

1. Call to Order and Seating of Alternates

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Mr. Jaques made a motion to seat Alternate Member Dunn to the Commission for this meeting. Seconded by Mr. Spain.

With a roll call vote, the motion passed unanimously, as follows:

Mr. Jacques – in favor
Mr. Spain – in favor
Councilor Kretovic – in favor
Ms. Brooks – in favor
Mr. Tolles – in favor
Mr. Johnson – in favor

2. Election of Officers

Chairman Jaques offered to remain as the Chairman for 2021.

Councilor Kretovic made a motion nominating Mr. Jaques for Chair of the Heritage Commission Through December 2021, seconded by Ms. Brooks. With no other nominations, and by a roll call vote, the motion passed, as follows:

Mr. Spain – in favor
Councilor Kretovic – in favor
Ms. Brooks – in favor
Mr. Tolles – in favor
Mr. Johnson – in favor
Mr. Dunn – in favor
Mr. Jacques – abstained

Mr. Johnson made a motion nominating Mr. Spain for Vice-Chair of the Heritage Commission through December 2021, seconded by Councilor Kretovic. With no other nominations, and by a roll call vote, the motion passed, as follows:

Mr. Jacques – in favor
Mr. Spain – in favor
Councilor Kretovic – in favor
Ms. Brooks – in favor
Mr. Tolles – in favor
Mr. Johnson – in favor
Mr. Dunn – in favor

Additional discussion was held regarding members terms and the appointment process. Councilor Kretovic commented that there is a lot going on in the City right now and more people are engaged due to recent activities. She suggested the Commission request additional members for the Commission. Ms. Shank explained that the only vacancies for members is for alternate members.

3. Approval of Minutes

Mr. Johnson made a motion to approve the minutes of December 3, 2020, as written. Seconded by Ms. Brooks. By a roll call vote, the motion passed, as follows:

Mr. Jacques – in favor
Mr. Spain – in favor
Ms. Brooks – in favor
Mr. Tolles – in favor
Mr. Johnson – in favor
Mr. Dunn – in favor

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Councilor Kretovic – abstained as she was not in attendance for the entire meeting.

4. New Business

There was no new business to address.

5. Demolition Review Committee – Jim Spain

Mr. Spain stated that there were no new demolition permits submitted for the month of December.

6. Heritage Sign Program – Carol Brooks

Ms. Brooks stated that no new applications have been submitted and there have been no new inquiries.

7. Planning Board Update – Rich Woodfin

Mr. Woodfin was not present. Ms. Shank stated that there was no new information to report.

8. Council Update – Councilor Kretovic

Councilor Kretovic stated that the City Manager’s Newsletter mentioned the Commission’s search for monuments. She added that the Insider is also posting the request.

Councilor Kretovic shared an update regarding the Gas Holder vestibule, which is to be demolished. She stated that there have been several meetings with members from Liberty Utilities, Chamber of Commerce, Preservation Alliance, and City Councilors. The Committee selected consultants for an outside review and a report is now on the City’s website, which summarizes the costs to secure the building for the structural soundness of the buildings. The Committee is planning to make a recommendation to Council that will include a recommendation to remove the slate roof in order to help preserve the property as the roof was previously damaged in a storm. She added that there has been a great amount of interest from the community with much participation. Additional concerns have been raised due to the alcove entrance as it was in significant disrepair and has since caused further damage to other areas of the building. She noted that historical resources, such as windows, doors, and window frames have been located sitting in the snow. Liberty Utilities has been notified; with no action taken to date. She stated that a vote is expected to take place at Monday night’s Council meeting. She encouraged Heritage Commission members to attend the upcoming Council meeting. She noted that people are aware of the significance of this property and feel the loss that the City has had with demolitions of other buildings such as the railroad station.

Councilor Kretovic stated that Liberty Utilities does not see the building as an asset to their organization; they offer utilities. There is no real value to Liberty Utilities; however, they do see the value to the City and would sell the building to the City. She explained that the public will need to be here for the City should the City take on such a project. She stated that with the uncertainties in the world at this time this is the worst timing; however, there is a lot of heart in the community.

Mr. Johnson stated that the Heritage Commission did write to Liberty Utilities, no response was received. Councilor Kretovic stated she knows that Liberty Utilities has heard the comments and concerns from all.

9. Old Business

a. Abbott Village

Ms. Shank stated that the developer has applied for a building permit for a full permit of the Abbott House. Damaged materials are being removed to better understand the framing and

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structure of the house and interior renovations are being done. The developer is not required to submit anything to the Heritage Commission relative to the inside renovations.

A discussion was held regarding the extent of the renovations. The Commission requested the Mr. Woodfin photograph the interior and staff contact the contractor so the Commission can offer some type of guidance for the replacement of windows and doors in order to maintain the style of the house. Ms. Shank stated that she has asked Ms. Fenstermacher to look into what the Commission can do and she will look to see if the Commission has any authority at all for any action. She noted that the Demolition Committee does not have any authority until a demo permit has been applied for.

b. Demolition Delay Ordinance – Jim Spain

Ms. Shank stated that she has been informed by the Deputy City Manager that there are to be no in person meetings held at this time. Mr. Spain stated that he feels it is important that the Committee meet; however, he suggested to wait a bit longer and hopefully the Committee can meet in person soon and continue to work on this project.

Mr. Johnson asked why the Ad hoc Committee was created and how Council feels an Ad hoc Committee would be more effective than the Heritage Commission. It was his understanding that it did not include a member of the Heritage Commission.

Councilor Kretovic explained that the Mayor and City Manager created this Committee through a vote of Council. She stated that she and Heritage Commission Chair Jaques are members of the Committee in addition to Councilors.

Mr. Jaques stated that the Committee was not created to replace the Demo Review Committee. It was explained that the purpose of the Committee is to discuss different ways on how to educate the community on the City's historic buildings and to share the available resources and how to best provide this information to the public. Councilor Kretovic stated that Council has been made aware of other areas in the City that could be considered historic districts, due to the streetscape and architectural design, that are beyond the N. Main Street District. Other areas include Auburn and Merrimack Streets, the City's railroad properties, and some larger homes on Pleasant Street to name a few. She added that having the Preservation Alliance involved with the Committee is wonderful as the Alliance will be able to assist the Committee with direction regarding additional historic districts in the City.

10. Historic Photo Repository – Rich Woodfin

Mr. Woodfin was not present.

11. Monuments & Granite Markers – Jim Spain

Mr. Spain stated that he has received a few calls about markers and monuments as a result of the article in the City Manager's Newsletter. He added that he is still very interested in visiting the City's historical buildings.

12. Any other business to come before the Commission

- a. Correspondence – None.
- b. Attendance - Next meeting is February 4, 2021.

13. Adjournment

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There being no further business to come before the Commission, Ms. Brooks motioned to adjourn the meeting. Mr. Spain seconded the motion. The motion passed unanimously at 5:34 p.m. by a roll call vote.

Respectfully Submitted,
Lisa Fellows-Weaver
Administrative Specialist